

## Electronic Annual Report (eAR) Frequently Asked Questions

**Q: What types of annual water withdrawal and use reports can be filed online with ADWR for 2007?**

A: For the 2007 reporting year, the Short Form, Individual User, and ID Summary forms may be filed online. Additional types of reports will be available for filing online in coming years.

**Q: I'd like to file online - how do I get started?**

A: You'll first need to go through the online registration process through SecureAZ Access Gateway. This is the site used by State of Arizona agencies as a secure method of connecting with agency databases. There are several steps to the SecureAZ registration process, but once it's complete you shouldn't have to go through the process again. In fact, if you have conducted business online with certain State of Arizona agencies in the past - for example, if you've renewed your driver's license online through ADOT Motor Vehicle Division – then you've probably already gone through this registration process and already have a login. The same login may be used for conducting business with multiple State of Arizona agencies, as long as your same e-mail address is used.

You'll first create a mySecureAZ account; then you'll register to access the ADWR eAR (online annual report) application.

Detailed instructions on SecureAZ registration can be found at <http://www.azwater.gov> This is a step-by-step PDF document that can be downloaded.

The website location for SecureAZ Access Gateway is <https://secure.az.gov/gwRegister/gateway/UserHome>  
You need to enter through the SecureAZ Access Gateway to be able to file an annual report online.

**Q: Okay, I've completed the SecureAZ registration process. What's my next step?**

A: Login through SecureAZ Access Gateway. Select the ADWR-EAR electronic filing for annual reports. This should take you into the ADWR Electronic Filing for Annual Reports page, which will walk you through the filing steps.  
You'll also want your right numbers (58-xxxxxx.xxxx) or Individual User numbers (62-xxxxxx.xxxx).

**Q: Once I've completed the online filing and have paid fees (if any) online, how do I exit the application?**

A: Close the browser window to close the eAR application; you'll also need to separately logout of the SecureAZ Access Gateway. Note: If you get partway through completing an annual report but need to exit before the report is complete, the eAR application should automatically save your work – you can come back and continue working at a later time if you wish.

**Q: I've already filed my paper annual report form(s) – do I need to also file online?**

**A:** No – the online filing option is not a requirement – you may file via the traditional paper form(s) if you prefer, and you don't need to do both.

**Q: What's the deadline for filing my 2007 annual report(s)?**

**A:** The deadline for filing, either electronically or using traditional paper forms, is Monday, March 31, 2008. If filing online, the report must be filed no later than 11:59 PM MST on March 31, 2008.

**Q: If I have questions about the process, who can I call?**

**A:** You may contact your local AMA office:

Prescott AMA 928-778-7202

Phoenix AMA 602-771-8585

Pinal AMA 520-836-4857

Tucson AMA 520-770-3800

Santa Cruz AMA 520-761-1814